

**Procedure #M-37 (Milestone #37)**  
**STAFF PERFORMANCE EVALUATIONS**

**Purpose**

To provide feedback to the audit staff regarding their performance during the audit and to help the individual employee work closer to his or her potential.

**Background**

The Supervising Auditor should complete a **Management Performance Evaluation form** for each of the audit staff. The form is usually completed after six months for new hires, and annually thereafter.

**Procedure**

<b>Supervising Auditor</b>	1. Complete a Management Performance Program Evaluation form (Form 6-09) for each of the audit staff.
<b>City Auditor</b>	2. Review and approve the completed Management Performance Evaluation form.
<b>City Auditor, Supervising Auditor, and Audit Staff</b>	3. Meet separately with each member of the audit team to discuss the employee's performance during the audit.
<b>Executive Assistant to the City Auditor</b>	4. Send the performance evaluation report to the Human Resources Department and process the authorized salary change, if any. Give a copy of the performance evaluation form to the employee. File a copy of the performance evaluation form in the individual employee's personnel file.